

26 October 1955

OFFICE OF PERSONNEL MEMORANDUM

25X1A

SUBJECT: Procedure for Processing Applications for Membership in the Career Staff within the Office of Personnel

REFERENCE: CIA Regulation [REDACTED] Memorandum, CIA Selection Board, "Career Staff Selection Criteria" dated 15 November 1954.

1. CIA Regulation [REDACTED] establishes the principle that the CIA Selection Board in processing Applications for Membership in the Career Staff will make the final decisions on all applications for membership based on the recommendations of the Examining Panels.

a. Recommendations are of three types:

- (1) Acceptance in the Career Staff - Type A;
- (2) Action deferred - Type B; or
- (3) Acceptance into the Career Staff denied - Type C

b. Prior to the submission of a recommendation to the Selection Board, the Examining Panel, to the extent that it is professionally appropriate and operationally secure and in compliance with the procedures and requirements of the regulation, verifies that all pertinent information has been carefully reviewed.

c. The Executive Director of the Selection Board, in order to have all information available for the Examining Panels, forwards a list of names by types (Paragraph 1. a, above) of those individuals being processed for membership in the Career Staff by the Heads of the Career Services to:

- (1) Office of Personnel
- (2) Office of Security
- (3) Office of Training
- (4) Medical Staff
- (5) Office of the Comptroller
- (6) The Inspection and Review Staff
- (7) The Inspector General

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d. These offices of record forward comments concerning the suitability for membership into the Career Staff to the Executive Director of the Selection Board.

2. This memorandum establishes the responsibilities and procedures for the various components of the Office of Personnel in the processing of Applications for Membership in the Career Staff.

a. The Selection Staff will:

(1) Review in detail the Official Personnel Folder of each individual being processed and prepare for the use only of the Executive Director, CIA Selection Board, pertinent information which he may present to an Examining Panel or to the CIA Selection Board.

(2) Conduct all liaison with the seven offices of record on this matter.

(3) Collate and prepare for presentation all information received from the seven offices of record for the use and information of the Examining Panels and the CIA Selection Board.


(4) Hold custody of all records and information involved in this processing until eventually disposed of according to procedures approved by the Selection Board.

(5) Prepare for the signature of the Executive Director of the Selection Board, a list of applicants identified according to type (Paragraph 1. a) forwarding copies (Paragraph 1. c. (1)) to Chief, Personnel Assignment Division (PAD) and to the Executive Officer, Office of Personnel (ExO/P).

b. Chief, PAD will prepare memoranda addressed to the Executive Director, CIA Selection Board concerning any person in any category on whom he has information bearing on the three principal criteria of suitability for selection into the Career Staff, i.e., job performance, personal conduct, and interest to conform to the obligation of Career Service. In type B cases, if there is no information other than that provided by the Head of the appropriate Career Service, only a statement to that effect is required. In all type C cases, the preparation of a separate memorandum is mandatory.

c. The Executive Officer under similar authority and guidance as expressed in item 2.b above, will prepare separate memoranda

addressed to the Executive Director, CIA Selection Board, concerning any person in any category about which the Director of Personnel has information which should be brought before the Examining Panel. This includes information that might be found in the Disposition Board records and any file which is flagged by the Director of Personnel or any other record kept by the Director of Personnel.


Harrison G. Reynolds
Director of Personnel

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